



**Administration for Children and Families**

Administration on Developmental Disabilities

Projects of National Significance: Family Support and Community Access Demonstration Projects

HHS-2010-ACF-ADD-DN-0031

Application Due Date: 08/02/2010

Projects of National Significance: Family Support and Community Access Demonstration Projects

HHS-2010-ACF-ADD-DN-0031

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

**Department of Health & Human Services  
Administration for Children & Families**

**Program Office:** Administration on Developmental Disabilities  
**Funding Opportunity Title:** Projects of National Significance: Family Support and Community Access Demonstration Projects  
**Announcement Type:** Initial  
**Funding Opportunity Number:** HHS-2010-ACF-ADD-DN-0031  
**CFDA Number:** 93.631  
**Due Date For Letter of Intent:** **07/19/2010**  
**Due Date for Applications:** **08/02/2010**  
**Executive Summary:**

The Administration on Developmental Disabilities (ADD) within the Administration for Children and Families (ACF), U.S. Department of Health and Human Services (HHS), announces the availability of fiscal Year (FY) 2010 funds to award cooperative agreements to plan and implement up to five Family Support and Community Access Demonstration Projects. These grants will provide an opportunity for ADD to support innovative family support demonstration projects that rely on collaborative efforts and community-based solutions to reach unserved and underserved families, and to encourage systemic change and improved community capacity to support families of individuals with developmental disabilities. The collaborations will include the Developmental Disabilities Network (State Councils on Developmental Disabilities, the State Protection and Advocacy System, and University Centers for Excellence in Developmental Disabilities Education, Research and Service, and at least one community partner that does not focus on disability populations. Applicants are encouraged to partner with one or more of the following: Aging and Disability Resource Centers (ADRCs), state or local refugee and resettlement agencies, homeless programs, Temporary Assistance for Needy Families (TANF) programs, Money Follows the Person (MFP) projects, Parent Training and Information Centers (PTIs), Head Start programs, Child Care Development Block Grant programs, and the Home Visiting programs authorized under the Affordable Care Act to be implemented by the Health Resources & Services Administration and the Administration on Children and Families. Each project will also include a rigorous evaluation plan to demonstrate that the stated outcomes have been achieved.

The Administration on Developmental Disabilities is responsible for administering the Developmental Disabilities and Bill of Rights Act of 2000, Public Law 106-402, 42 U.S.C. 15001 et seq. (DD Act of 2000). Section 161(2) of the DD Act authorizes ADD to "support the development of national and State policies that reinforce and promote, with the support of families, guardians, advocates, and communities, of individuals with developmental disabilities, the self-determination, independence, productivity, and integration and inclusion in all facets of community life of such individuals through - (A) family support activities".

## **I. Funding Opportunity Description**

### **Statutory Authority**

The legislative authority for this funding opportunity is Title I, Subtitle E of the Developmental Disabilities Assistance and Bill of Rights Act of 2000 (DD Act of 2000) (42 U.S.C. §§ 15081-15083).

## **Description**

### **Background**

The DD Act of 2000 authorizes support and assistance to States, public agencies, and private, non-profit organizations, including faith-based and community organizations, to assure that individuals with developmental disabilities and their families participate in the design of, and have access to, culturally competent services, supports, and other assistance and opportunities that promote independence, productivity, integration, and inclusion into the community.

As defined in the DD Act of 2000 (§ 102(8)(A)), the term "developmental disabilities" means a severe, chronic disability of an individual that is attributable to a mental or physical impairment or combination of mental and physical impairments that are manifested before the individual attains age 22 and are likely to continue indefinitely. Developmental disabilities result in substantial limitations in three or more of the following functional areas: self-care, receptive and expressive language, learning, mobility, self-direction, capacity for independent living, and capacity for economic self-sufficiency.

The DD Act of 2000 identifies a number of significant findings, including:

- Disability is a natural part of the human experience that does not diminish the right of individuals with developmental disabilities to enjoy the opportunity for independence, productivity, integration, and inclusion into the community.
- Individuals whose disabilities occur during their developmental period frequently have severe disabilities that are likely to continue indefinitely.
- Individuals with developmental disabilities often require lifelong specialized services and assistance, provided in a coordinated and culturally competent manner by many agencies, professionals, advocates, community representatives, and others to eliminate barriers and to meet the needs of such individuals and their families.
- Families of children with disabilities provide support, care, and training that can save States millions of dollars. Without the efforts of family caregivers, many individuals with disabilities would receive care through State-supported out-of-home placements.
- Most families of children with disabilities, especially families in unserved and underserved populations, do not have access to family-centered and family-directed services to support such families in their efforts to care for such children at home.
- Medical advances and improved health care have increased the life span of many people with disabilities, and the combination of the longer life spans and the aging of family caregivers places a continually increasing demand on the finite service delivery systems of the States.
- In 1996, 49 States provided family support initiatives in response to the needs of families of children with disabilities. Such initiatives included the provision of cash subsidies, respite care, and other forms of support. There is a need in each State, however, to strengthen, expand, and coordinate the activities of a system of family support services for families of children with disabilities that is easily accessible, avoids duplication, uses resources efficiently, and prevents gaps in services to families in all areas of the State.
- The goals of the Nation properly include the goal of providing to families of individuals with disabilities the family support services necessary to support the family; enable the families to nurture and enjoy their family members at home; to enable families to make informed choices and decisions regarding the nature of supports, resources, services, and other assistance made available to such families; and to support family caregivers of adults with disabilities.

The DD Act of 2000 also promotes the best practices and policies presented below:

- Individuals with developmental disabilities, including those with the most severe developmental disabilities, are capable of achieving independence, productivity, integration, and inclusion into the community, and often require the provision of services, supports, and other assistance to achieve such.
- Individuals with developmental disabilities have competencies, capabilities, and personal goals that should be recognized, supported, and encouraged, and any assistance to such individuals should be provided in an individualized manner, consistent with the unique strengths, resources, priorities, concerns, abilities, and capabilities of the individual.
- Individuals with developmental disabilities and their families are the primary decision makers regarding the services and support such individuals and their families receive, and play decision making roles in policies and programs that affect the lives of such individuals and their families.
- Family support programs, projects and activities should be family-centered and family-directed, and provided in a manner consistent with the goal of providing families of children with disabilities with the support the families need to raise their children at home.
- Toward these ends, ADD seeks to support and accomplish the following:
- Enhance the capabilities of families in assisting individuals with developmental disabilities to achieve their maximum potential;
- Support the increasing abilities of individuals with developmental disabilities to exercise greater choice and self-determination and to engage in leadership activities in their communities;
- Ensure the protection of the legal and human rights of individuals with developmental disabilities;
- Ensure that individuals with developmental disabilities from culturally and linguistically diverse backgrounds and their families enjoy increased and meaningful opportunities to access and use community services, individualized supports, and other forms of assistance available to other individuals with developmental disabilities and their families; and
- Promote recruitment efforts that increase the number of individuals from culturally and linguistically diverse backgrounds who work with individuals with developmental disabilities and their families in disciplines related to pre-service training, community training, practice, administration, and policymaking.

ADD, like other programs in ACF, promotes the economic and social well-being of families, children, individuals and communities. ACF and ADD envision:

- Families and individuals empowered to increase their own economic independence and productivity;
- Strong, healthy, supportive communities having a positive impact on the quality of life and the development of children;
- Partnerships with individuals, front-line service providers, communities, States, and Congress that enable solutions that transcend traditional agency boundaries;
- Services planned and integrated to improve access to programs and supports for individuals and families;
- A strong commitment to working with unserved and underserved persons with developmental disabilities and their families;
- A community-based approach that recognizes and expands on the resources and benefits of diversity; and
- A recognition of the power and effectiveness of public-private partnerships, including collaboration among a variety of community groups and government agencies, such as a coalition of faith-based organizations, grassroots groups, families, and public agencies to address a community need.

There are four programs authorized by Title I of the DD Act of 2000:

- (1) State Councils on Developmental Disabilities (Subtitle B);

- (2) Protection and Advocacy Systems (Subtitle C);
- (3) University Centers for Excellence in Developmental Disabilities Education, Research, and Service (Subtitle D); and
- (4) Projects of National Significance (Subtitle E).

Each of these programs engages in systemic change, capacity building, and advocacy activities both as a collaborative network and as independent entities to improve the lives of individuals with developmental disabilities and their families and enhance participation in community life in the State.

This funding opportunity announcement provides information about funding within the Projects of National Significance (PNS) program.

The purpose of this notice is to announce the availability of FY 2010 grant award funds to plan and implement Family Support Access Expansion Centers. This expansion provides an opportunity for the Administration on Developmental Disabilities to reach groups and communities that have not been served in the past. These may include a variety of populations such as homeless families, and recent immigrant families.

### **Background on *Prior Family Support Projects***

Between 1999 and 2003, ADD awarded 54 family support projects nationwide, including projects in 49 states, four U.S. territories, and the District of Columbia, providing States with support to develop initiatives that would enhance the statewide system of support for families of individuals with disabilities. In FY 2004, ADD awarded grants to 21 entities, and in FY 2009, ADD awarded grants to 7 entities to implement Family Support 360 projects over the course of five years and establish and operate one-stop centers to help communities meet the many needs of individuals with developmental disabilities and their families. The families helped are members of unserved or underserved populations. Through the one-stop centers, a family receives a family assessment and participates in the development of its individual family plan. The plan includes the services and supports (e.g., health and/or mental health care, housing, counseling and/or marriage education, parenting skills development, child care, employment, transportation, respite care, personal assistance care, financial assistance and/or management) the family needs that may be provided by public human service agencies or private community and faith-based groups.

While many service programs are available in this country, human service systems often fail to meet the diverse needs of an individual with developmental disabilities and his or her family. A family may need several services, and many human service systems address primarily one need, such as health, education, or employment. These systems usually focus on one individual, not the person and his or her family. Families of individuals with disabilities often experience isolation, and face difficulties in accessing "mainstream" systems of supports in their communities.

These grants demonstrate new models that others may replicate for reaching and serving people. They increase public and private partnerships, fostering trust and collaboration efforts. Most importantly, the grants provide families the support they need to help families to stay together and thrive.

## **II. Award Information**

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$1,250,000

Expected Number of Awards:	5
Award Ceiling:	\$250,000 Per Budget Period
Award Floor:	\$200,000 Per Budget Period
Average Projected Award Amount:	\$225,000 Per Budget Period

### **Length of Project Periods:**

60-month project with five 12-month budget periods

### **Additional Information on Awards:**

Awards made under this announcement are subject to the availability of Federal funds.

### **Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement**

This funding opportunity announcement describes awards that will be made as cooperative agreements. While an organization will not be conducting its project on behalf of ADD, ADD and the awardees will share work cooperatively in the development and implementation of the projects' agenda. Under the cooperative agreement mechanism, ADD and the awardees will share the responsibility for planning the objectives of the projects. Awardees will have the primary responsibility for developing and implementing the activities of the project. ADD will jointly participate with awardees in such activities as clarifying the specific topic areas to be addressed through periodic briefings and ongoing consultation, sharing with awardees its knowledge of the issues being addressed by past and current projects, and providing feedback to awardees about the usefulness to the field of written products and information sharing activities. The details of the relationship between ADD and awardees will be set forth in the cooperative agreement to be developed and signed prior to issuance of the award.

As a cooperative agreement, substantial involvement is anticipated between the agency and the recipient during performance of the project, which may include:

1. Federal Government review and approval of one stage before work can begin on a subsequent stage during the period covered by the assistance instrument.
2. Federal Government and recipient collaboration or joint participation in the performance of the assisted activities.
3. Federal Government monitoring to permit specified kinds of direction or redirection of the work.
4. Federal Government requirements prior to award limiting the recipient's discretion with respect to scope of services offered, organizational structure, staffing, mode of operation, and other management processes, coupled with close Federal Government monitoring or operational involvement during performance over and above the normal exercise of Federal stewardship responsibilities to ensure compliance with these requirements.

Please see *Section IV.5 Funding Restrictions* for any restrictions on the use of grant funds awarded under this announcement.

## **III. Eligibility Information**

### **III.1. Eligible Applicants**

42 U.S.C. §15082 (DD Act § 162) authorizes grants only to "public or private nonprofit entities." The following entities from the States and Territories listed below are eligible to apply.

- State governments
- County governments
- Local Governments
- City or township governments
- Regional Organizations
- U.S. Territory or Possession
- Independent school districts
- Public and State-controlled institutions of higher education
- Indian/Native American Tribal governments (Federally recognized)
- Indian/Native American Tribal organizations (other than Federally recognized)
- Indian/Native American Tribally Designated Organizations
- Public/Indian Housing Authorities
- Non-profits with 501(c)(3) IRS status (other than institutions of higher education)
- Non-profits without 501(c)(3) IRS status (other than institutions of higher education)
- Private institutions of higher education
- Hispanic-Serving Institutions
- Historically Black Colleges and Universities (HBCUs)
- Tribally Controlled Colleges and Universities (TCCUs)
- Alaska Native and Native Hawaiian Serving Institutions
- Special district governments

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

### **III.2. Cost Sharing or Matching**

Cost Sharing / Matching Requirement: No

Refer to *Section IV.2* for information on pre-application submissions.

### **III.3. Other**

#### **Disqualification Factors**

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for funding under this announcement.



See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competition.
- Electronically-submitted applications that fail the checks and validations at [www.Grants.gov](http://www.Grants.gov) because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competition.

## **Section IV. Application and Submission Information**

### **IV.1. Address to Request Application Package**

Standard Forms, assurances, and certifications are available at the ACF Forms webpage at

[http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html)

Standard Forms are also available at the Grants.gov Forms Repository website at

<http://apply07.grants.gov/apply/FormLinks?family=15>.

Ophelia McLain

U.S. Department of Health and Human Services

Administration for Children and Families

Administration on Developmental Disabilities

370 L'Enfant Promenade SW.

Mail Stop: HHH 405D

Washington, DC 20447

Phone: (202) 690-7025

Fax: (202) 205-8037

Email: [ophelia.mclain@acf.hhs.gov](mailto:ophelia.mclain@acf.hhs.gov)

#### **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

### **Section IV.2. Content and Form of Application Submission**

This section provides information on the required format, Standard Forms (SFs) and other forms, certifications, assurances, D-U-N-S requirement, project description, budget and budget justification, and methods of application submission. A checklist of required application elements is available for applicants' use in *Section VIII* of this announcement.

Applicants are required to submit one original and two copies of all application materials if applying in hard-copy. Applicants submitting applications electronically via [www.grants.gov](http://www.grants.gov) need not provide

additional copies of their application materials. The original signature of the Authorized Organization Representative (AOR) is required only on the original copy. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at 8f. This point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

## Application Format

The project description is a very important part of an application. It should be clear, concise, and address the specific requirements mentioned later in this section. The project description pages should be numbered, double-spaced and the type must not be smaller than 12-point. The paper size shall be 8.5 x 11, and printed on one side. These requirements apply only to the project narrative section. The length of the application, including all attachments and required SFs, must not exceed 75 pages. Applications that exceed the 75-page limit requirement will have the additional pages removed prior to the objective review. ADD may consider geographical distribution in reviewing and selecting applications.

## Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants applying for a non-construction project by the application due date.	Required for all applications.
Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is required prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the

		applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary.	Non-profit private organizations (not including private universities) are encouraged to submit the " <i>Survey on Ensuring Equal Opportunity for Applicants</i> " with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit this survey along with the application. Hard copy submissions should include the survey in a separate envelope.

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **Non-Federal Reviewers**

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

## **D-U-N-S Requirement**

All applicants must have a D&B Data Universal Numbering System (D-U-N-S) number. A D-U-N-S number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, [Grants.gov](https://www.grants.gov). A D-U-N-S number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A D-U-N-S number may be acquired at no cost online at <http://www.dnb.com>. To acquire a D-U-N-S number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 AM to 8 PM C.S.T.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes. You will need to provide the following information:

- Legal Name
- Tradestyle, Doing Business As (DBA), or other name by which your organization is commonly recognized
- Physical Address, City, State and Zip Code
- Mailing Address (if separate)
- Telephone Number
- Contact Name
- SIC Code (Line of Business)
- Number of Employees at your location
- Headquarters name and address (if there is a reporting relationship to a parent corporate entity)
- Is this a home-based business?

## **The Project Description**

### **Part I: The Project Description Overview**

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

### **General Expectations and Instructions**

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

### **Part II: General Instructions for Preparing a Full Project Description**

## **Introduction**

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.1* identify the measures that will be used to evaluate applications.

## **Letter of Intent**

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

The letter of intent can be sent via email to [ophelia.mclain@acf.hhs.gov](mailto:ophelia.mclain@acf.hhs.gov) or via U.S. Mail to: Ophelia M. McLain, Administration on Developmental Disabilities, Administration for Children and Families, U.S. Department of Health and Human Services, 370 L'Enfant Promenade, SW Mail Stop: HHH 405D, Washington, DC 20447.

## **Table of Contents**

List the contents of the application including corresponding page numbers.

## **Project Summary/Abstract**

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

## **Objectives And Need For Assistance**

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

## **Approach**

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Applicants and their partners will have had prior experience working in partnership with families and related organizations to empower individuals with disabilities and their families, and in supporting family members in leadership roles in their organizations. Successful applicants will have up to one year to develop a formal implementation plan, and will describe how the plan will be implemented in their first semi-annual report. Implementation will begin no later than the beginning of year 2 of the grant. During the planning phase, projects are expected to secure the services of an independent evaluator, to conduct ongoing evaluation efforts, to measure whether the goals and stated outcomes of the project have been achieved. Projects must also create a sustainability plan, including establishment of sustainability benchmarks that must be achieved by the end of year three in order to receive continued funding in years 4 & 5.

Each project shall:

- Include one or more collaborative partners who do not focus solely on disability populations, as well as one or more collaborative partners who represent individuals with developmental disabilities and their families.
- Secure collaborative support for the duration of the grant from the State Developmental Disabilities agency or a local/regional entity that provides Developmental Disabilities case management services

on behalf of the state. For example, such support may include regularly scheduled consultations, staff participation in events, technical assistance, shared training resources, or other in-kind support as outlined in a memorandum of understanding (MOU) during the first year planning stage of the grant.

- Select an unserved or underserved population to target.
- Utilize family-centered planning and/or person-centered planning to determine the needs, interests, preferences and desires of the individual with a developmental disability and his/her family, and implement the plan.
- Develop and implement methods and resources to enable families to make choices that empower their family member with a disability, support the family as caregivers, strengthen family unity in the family home, and access the resources, supports and services the family needs, including natural supports.
- In a culturally competent manner, support individuals with disabilities and their families to participate in, contribute to, and be included in their local communities, in order to build interdependence, community relationships, local allies, integration, and awareness of community resources and assets. Examples might include volunteering or service projects, joining a local community organization, accessing mainstream (non-disability) family services or activities, attending social or educational activities with other members of the community, or other activities that support development of community relationships and reduce isolation.
- Support families of individuals with developmental disabilities to participate in systems-change efforts that result in community policies, practices, or organizational structures that are family-centered and family-directed and that facilitate increased access to family support services.
- Provide comprehensive support to a minimum of 50 families each year. Provide casual assistance to a minimum of an additional 100 families each year. Provide information and referral services to requesting families.
- Engage at least one additional non-partnering community organization during each year of the project to participate in activities or events to support individuals with developmental disabilities and their families.
- Demonstrate sustainability of the project by the end of year three, by meeting specific benchmarks established during the planning phase.

## Definitions

**Comprehensive Support:** Family-centered planning and/or person-centered planning is used to determine the needs, interests, preferences and desires of the individual with developmental disabilities and his or her family. Comprehensive support shall include, at a minimum: (1) staff facilitation and participation in a person-centered or family-centered planning process with the individual with developmental disabilities and his or her family to discuss their needs, priorities and goals; (2) development of a plan to meet their needs and reach their goals; and (3) implement activities as defined by the plan to help meet needs and reach goals.

**Casual Support:** This relates to information and referral, where an individual with developmental disabilities and his or her family are offered information, referred to other agencies or resources, or achieved a simple goal. Casual support may also include participation in group events hosted by the applicant, training and/or education sessions led by staff, and other less individualized support.

**Family Support Services:** This term means services, supports and other assistance, provided to families with members who have developmental disabilities, that are designed to strengthen the family's role as primary caregiver, while respecting the need for self-determination and choice for the individual with developmental disabilities; prevent inappropriate out-of-the-home placement of the members and maintain family unity; and reunite families with members who have been placed out of the home whenever possible. It also includes respite care, provision of rehabilitation technology and assistive technology, personal assistance services, parent training and counseling, support for families headed by aging caregivers, vehicular and home modifications, and assistance with extraordinary expenses, associated with the needs of

individuals with developmental disabilities.

**Person-Centered Planning/Family-Centered Planning:** Person-centered planning/family-centered planning (also referred to as personal futures planning) is a planning process that identifies individualized, natural, and creative supports to achieve meaningful goals based on the individual's (or family's) strengths, needs and preferences, developed in full partnership with the individual and the family. These plans do not focus only upon systemic services available to the individual and the family, instead considering a wide range of ideas and approaches to access support in order to meet the needs of the person and the family. A team of people who know and care about the individual with a disability and the family gather to develop and share a dream for the person's future, and work together to organize, identify, and ensure access to the supports necessary to make that dream a reality.

**State Developmental Disabilities Agency:** The state executive branch department, often within the human services agency, that has responsibility for making serving individuals with developmental and intellectual disabilities.

**Unserved and Underserved:** This term includes populations such as individuals from racial and ethnic minority backgrounds, disadvantaged individuals, individuals with limited English proficiency, individuals from underserved geographic areas (rural or urban), and specific groups of individuals within the population of individuals with developmental disabilities, including individuals who require assistive technology in order to participate in and contribute to community life.

## **Application Requirements**

In the application, the applicant must address the following:

### *Area of Need*

The applicant must indicate in its application the number of families of individuals with developmental disabilities who could benefit from this project.

### *Involvement and Input from Targeted Families*

The applicant should describe how well it will establish and use an advisory committee that primarily (greater than 50 percent) consists families of individuals with developmental disabilities. This committee will allow the families to make decisions on how the Federal funding will be spent on activities and outcomes of the project.

### *Collaboration*

Throughout the project, the applicant must collaborate with organizations representing individuals with disabilities, parents, guardians, siblings, and culturally and linguistically diverse populations. Collaborative partners must include at least one organization with disability experience and expertise, and one organization with community knowledge that does not primarily focus on disability populations. The applicant shall define the roles and responsibilities of the collaborators. The applicant should also describe the process of collaboration with the partnering agencies and organizations, the State Developmental Disabilities Agency or a local/regional entity that provides Developmental Disabilities case management services on behalf of the state, the State Developmental Disabilities Network (State Council on Developmental Disabilities, the State Protection and Advocacy System, and the University Center for Excellence in Developmental Disabilities Education, Research and Service). Applicants are encouraged to collaborate with Aging and Disability Resource Centers (ADRCs), state or local refugee and resettlement agencies, homeless programs, Temporary Assistance for Needy Families (TANF) programs, Money Follows the Person (MFP) projects, Parent Training and Information Centers (PTIs), Head Start programs, Child Care Development Block Grant



programs, and the Home Visiting programs authorized under the Affordable Care Act to be implemented by the Health Resources & Services Administration and the Administration on Children and Families. Letters of support should accompany the application.

### **Building Consensus for an Implementation Plan**

Applicants should describe how they will build a consensus for an implementation plan with their partners to establish and sustain a family support project for the targeted families. Implementation plans should include Federal, State and local inter-agency collaboration, and public-private partnerships to achieve service integration for targeted families. During the first year of this project, the applicant will follow the plan for sustainability of the project beyond the project period, outlined in the application. The applicant will seek traditional and non-traditional methods for marketing and maintaining the project over time, which may include the collaborators.

#### *Development of Policies and Memoranda of Understanding (MOUs).*

Applicants should include copies of MOUs, policy statements, and procedures developed between collaborative partners on key issues for implementing the project. Additionally, applicants should include a letter of support from their State Developmental Disabilities (DD) agency or a local/regional entity that provides DD services on behalf of the state.

### **Key Personnel**

Applicants should ensure that key project personnel in leadership roles have direct life experience living with a developmental disability, either as a person with a developmental disability or as a family member of a person with a developmental disability.

#### *Parameters for Project Activities*

Applicants should consider activities that will enable families to make choices that empower their family member with a disability, support the family as caregivers, strengthen family unity in the family home, and access the resources, supports and services the family needs, including natural supports.

### **Operational Components**

Applicants should provide their initial best judgments related to:

1. Criteria and process for prioritizing and targeting families of individuals with developmental disabilities to be served. For example, targeted families could be experiencing poverty, unemployment, race or cultural barriers, or communication/language barriers.
2. Criteria to be used to establish that families have received comprehensive or casual supports, and the resulting outcomes from such support.
3. Operations and procedures related to the following:
  - a. Outreach to targeted families
  - b. Information and referral to targeted families, community organizations, and others;
  - c. Intake, assessment and determination of eligibility of families;
  - d. Development and monitoring of Individualized Family Plans created through a person-centered or

family-centered planning process;

e. Supporting implementation of the Individualized Family Plans, including helping to secure access to necessary supports and services; and

f. Collecting and maintaining data.

4. Criteria to be used to establish that the project has influenced systems change resulting in community policies, practices, or organizational structures that are family-centered and family-directed and that facilitate increased access to family support services.

5. Benchmarks for measuring sustainability of the project at the end of year three.

## **Evaluation**

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

The Administration on Developmental Disabilities will expect grantees to engage in an evaluation of sufficient rigor to demonstrate potential linkages between project activities and improved outcomes. Guided by a logic model for the project, this evaluation will include both process and outcomes evaluation components. The process evaluation will assess the implementation of the project, as well as linkages between the collaborative partners that will help ensure that identified needs of individuals with developmental disabilities and families are met. The outcomes component will use a sufficiently rigorous approach to examine how the approaches used in this project affect key outcomes of interest. The evidence from the evaluation will support evidence-based practice and provide the Administration for Children and Families with examples of strategies that are tied to positive outcomes for individuals with developmental disabilities and families.

## **Legal Status of Applicant Entity**

Applicants must provide the following documentation of their legal status:

### **Proof of Non-Profit Status**

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings

accrue to any private shareholders or individuals.

- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

### **Logic Model**

Applicants are expected to use a model for designing and managing their project. A logic model is a one-page diagram that presents the conceptual framework for a proposed project and explains the links among program elements. While there are many versions of logic models, for the purposes of this announcement the logic model should summarize the connections between the:

- Goals of the project (e.g., objectives, reasons for proposing the interventions, if applicable);
- Assumptions (e.g., beliefs about how the program will work and its supporting resources. Assumptions should be based on research, best practices, and experience);
- Inputs (e.g., organizational profile, collaborative partners, key staff, budget);
- Activities (e.g., approach, listing key intervention, if applicable);
- Outputs (i.e., the direct products or deliverables of program activities); and
- Outcomes (i.e., the results of a program, typically describing a change in people or systems).

### **Project Sustainability Plan**

Provide a plan for sustainability that details how the proposed project approach will create project self-sufficiency and help to ensure that the impact of the project will continue after Federal assistance has ended. The applicant may include information on plans to secure additional financial resources.

### **Organizational Capacity**

- Organizational charts
- Contact persons and telephone numbers
- Personnel policies
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

### **Protection of Sensitive and/or Confidential Information**

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

## **Letters Of Support**

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

## **Budget and Budget Justification**

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for the first year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

## **General**

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

## **Personnel**

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

## **Fringe Benefits**

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

## **Travel**

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

## **Equipment**

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

## **Supplies**

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

## **Contractual**

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are

required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

## **Other**

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

## **Indirect Charges**

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

## **Paperwork Reduction Disclaimer**

As required by the Paperwork Reduction Act of 1995, Pub.L. 104-13, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

## **Application Submission Options**

## Electronic Submission via [www.Grants.gov](http://www.Grants.gov)

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet, and the Central Contractor Registry (CCR).
- Electronically submitted applications must be submitted and time/date stamped by the due date and receipt time described in *Section IV.3. Submission Dates and Times*, of this announcement.
- To submit an application through Grants.gov, the applicant must be an Authorized Organization Representative (AOR) for their organization and must have a current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at [support@grants.gov](mailto:support@grants.gov), to report the problem and obtain assistance.
- Applicants are advised to retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically are encouraged to retain a hard copy of their application.
- It is to an applicant's advantage to submit their applications 24 hours in advance of the closing date and time.

**Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, the Grants Management Officer (GMO) will make a determination whether the issues are due to system errors or user error.**

## Hard Copy Submission

Applicants that are submitting their application in paper format should submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

### **IV.3. Submission Dates and Times**

Due Date for Letter of Intent: **07/19/2010**

Due Date for Applications: **08/02/2010**

#### **Explanation of Due Dates**

The due date for receipt of applications is listed in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

#### **Mailed Applications**

Mailed applications must be **received** no later than 4:30 p.m., eastern time, at the address provided in *Section IV.6* of this announcement on the due date listed in this section.

#### **Hand-Delivered Applications**

Applications hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6.* of this announcement.

#### **Electronically-Submitted Applications**

ACF cannot accommodate transmission of applications by facsimile or email. Instructions for electronic submission through [www.Grants.gov](http://www.Grants.gov) may be found at [http://www.acf.hhs.gov/grants/registration\\_checklist.html](http://www.acf.hhs.gov/grants/registration_checklist.html).

After the application is submitted electronically via Grants.gov, the applicant will receive three emails. The following emails will be sent to the applicant from Grants.gov:

1. An automatic acknowledgement from Grants.gov of the application's submission that provides a Grants.gov tracking number.  
**The date/time-stamp in this email serves as the official record of your application submission. The date/time-stamp must reflect a submission time on or before 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date and to be considered for competition.**
2. An acknowledgement from Grants.gov that the submitted application package has passed or failed a series of checks and validations.  
**Applications that fail the validation check at Grants.gov because the Authorized Organization Representative (AOR) is not currently registered with the Central Contractor Registry (CCR) will be disqualified and will not be considered for competition.**



3. An additional email from the Administration for Children and Families (ACF) will be sent to the applicant indicating that the application has been retrieved from Grants.gov and received by ACF.

### **Late Applications**

**No appeals will be considered for applications classified as late under the three cited circumstances:**

- **Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.**
- **Electronically-submitted applications are considered late and are disqualified when the date/time-stamp received by email from [www.Grants.gov](http://www.Grants.gov) is after 4:30 p.m., eastern time, on the due date.**
- **Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified and will not be considered for competition.**

### **Extension/Waiver of Due Date and Receipt Time**

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

### **Acknowledgement of Received Application**

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Applicants who submit their application packages electronically via <http://www.Grants.gov> will receive two email acknowledgements from that website:

1. Your application has been submitted and provides a Time/Date Stamp. **This is considered the official submission time.**
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on **disqualification for failing validation check because of an unregistered Authorized Organization Representative.**

An acknowledgement email from the Administration on Children and Families (ACF) indicating that the application has been retrieved and received by ACF will be sent to applicants that apply via <http://www.Grants.gov>

## **IV.4. Intergovernmental Review of Federal Programs**

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 [http://www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/).

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

#### **IV.5. Funding Restrictions**

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

#### **IV.6. Other Submission Requirements**

Submit applications to one of the following addresses:

##### **Submission By Mail**

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management

370 L'Enfant Promenade SW.

Mail Stop: Aerospace Building, 6th Floor East

Washington, DC 20447

## Hand Delivery

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management

901 D. Street SW., Aerospace Bldg.

ACF Mailroom, Second Floor Loading Dock

Washington , DC 20447

## Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

## V. Application Review Information

### V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

#### ABSTRACT

**Maximum Points: 2**

This criterion will be evaluated to the extent the abstract is present and complete. The project abstract provides crucial project information in a concise format and is used by the independent review panel, ADD staff and Commissioner during all phases of the review process. The project summary section of the abstract focuses on the specific purpose of the proposal.

#### APPROACH

**Maximum Points: 40**

Reviewers will consider the extent to which the applicant:

Provides evidence of a well developed work plan that includes a clear description of the scope and detail of the proposed work; includes reference to a list of measurable and attainable goals and provides quantitative projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities to be accomplished; and provides a chronological order of approach with target dates. ( **5 points**)

Describes how services and supports will be provided in a way that will include the meaningful participation and leadership of individuals with developmental disabilities and family members. ( **5 points**)

Describes prior experience working in partnership with families and related organizations to empower families of individuals with developmental disabilities. **(5 points)**

Describes how the applicant will plan for sustainability of the project beyond the project period. Establishes a plan to develop benchmarks for sustainability to be met by the end of year three. Shows how it will seek traditional and non-traditional methods for marketing and maintaining the project over time. **(5 points)**

Demonstrates the support of the DD Network and other key partners through letters of support. **(5 Points)**

Identifies and delineates the roles and involvement of the Developmental Disabilities Network (Council on Developmental Disabilities, Protection and Advocacy System, and University Center for Excellence in Developmental Disabilities), and other collaborators such as Aging and Disability Resource Centers (ADRCs), state or local refugee and resettlement agencies, homeless programs, Temporary Assistance for Needy Families (TANF) programs, Money Follows the Person (MFP) projects, Parent Training and Information Centers (PTIs), Head Start programs, Child Care Development Block Grant programs, and HRSA/ACF Home Visiting programs authorized under the Affordable Care Act. Shows how they will build a consensus for an implementation plan with their partners. **(5 points)**

Identifies innovative design and methods, including the strategies for reaching out to the target families. **(4 points)**

Cites factors that might accelerate or decelerate the work. **(3 points)**

Describes how the entity will ensure the confidentiality of personal information while protecting the safety of individuals with developmental disabilities and family members. **(3 points)**

## **OBJECTIVES AND NEEDS FOR ASSISTANCE**

**Maximum Points: 20**

Reviewers will consider the extent to which the applicant:

Clearly identifies the need for assistance, describes the significant features and components of the program, clearly states the goals and subordinate objectives of the project. Provides relevant data based on research and/or planning studies. **(10 points)**

Describes how individuals with developmental disabilities and family members were consulted and provided input into the various aspects of planning and developing the project approach, and how family members of individuals with developmental disabilities will serve in leadership roles in the implementation of the project. **( 5 points)**

Provides a description of the population or geographic service area(s) in which the applicant will target. Maps or other graphic aids may be included. **(5 points)**

## **EVALUATION**

**Maximum Points: 20**

Reviewers will consider the extent to which the applicant:

Provides a detailed narrative outlining how families will be selected and project results will be evaluated. Discusses the criteria to be used to evaluate results. Describes the methodology that will be used to determine the basis for developing performance measures and evaluating the extent to which the goals and objectives have been achieved. Methodology includes sound justification of its use. **( 10 points)**

Describes a logic model for evaluating the extent to which the goals have been achieved. **(5 points)**

With respect to the conduct of the project, defines the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discusses the impact of the project's various activities on the project's effectiveness. This could include an internal process, including the frequency for tracking program performance using internal data to make periodic program adjustments that will improve performance. **(5 points)**

## **ORGANIZATIONAL CAPACITY**

**Maximum Points: 13**

Reviewers will consider the extent to which the applicant:

Describes the role and involvement of individuals with developmental disabilities and their families in the proposed project and organization. This could include how the applicant does or will employ individuals with developmental disabilities and family members. **(4 points)**

Provides job descriptions for each key person appointed or to be appointed. The application must identify the person/position who would serve as the point of contact for this grant. The proposed project director and key staff possess sufficient relevant knowledge, experience and capabilities to implement and manage a project of this size, scope and complexity effectively. The role, responsibilities and time commitments of each proposed project staff position are clearly designed and appropriate to the successful implementation of the project. **(4 points)**

Provides biographical sketches of key staff. The applicant organization and its staff have sufficient experience to successfully complete the proposed project, and include individuals with personal experience with disabilities. The applicant's history and relationship with the developmental disability community will assist in the effective implementation of the proposed project. **(3 points)**

Details methods for recruitment and retention of key staff. This could include what has been done in the past or what will be utilized in the future. The anticipated training needs of staff are outlined. **(2 points)**

## **BUDGET AND BUDGET JUSTIFICATION**

**Maximum Points: 5**

Reviewers will consider the extent to which the applicant:

Provides a narrative budget justification that describes how the categorical costs are derived and discusses the necessity, reasonableness, and appropriateness of the costs. **(3 points)**

Provides a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information form; detailed calculations that include estimation methods, quantities, unit costs and other similar quantitative detail sufficient for the calculation to be duplicated; a breakout by the funding sources identified in Block 15 of the SF-424. **(2 points)**

## **V.2. Review and Selection Process**

No grant award will be made under this announcement on the basis of an incomplete application.

### **Initial ACF Screening**

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times* or those with requests that exceed the award ceiling, stated in

*Section II. Award Information* will be returned to the applicant with a notation that they were deemed non-responsive and will not be reviewed.

## **Objective Review and Results**

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding and are one element of the decision-making process.

ACF may elect to not fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider a preference to fund organizations serving emerging, unserved, or under-served populations, including those located in pockets of poverty, and to consider the geographic distribution of Federal funds in its funding decisions.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

## **Approved but Unfunded Applications**

Applications that are approved but unfunded may be held over for funding in the next funding cycle, pending the availability of funds, for a period not to exceed one year.

## **V.3. Anticipated Announcement and Award Dates**

Projects will be funded by September 30, 2010.

## **VI. Award Administration Information**

### **VI.1. Award Notices**

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

### **VI.2. Administrative and National Policy Requirements**

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 CFR Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations), or 45 CFR Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments).

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Grantees are subject to the limitations set forth in 45 CFR Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 CFR §74.81\_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Grantees are also subject to the requirements of 45 CFR Part 87, Equal Treatment for Faith-Based Organizations: "Direct Federal grants, sub-award funds, or contracts under this ACF program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization. Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program. Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, can be found at the HHS web site at: <http://www.hhs.gov/fbc/waisgate21.pdf>.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities." Additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" can be found at: <http://www.hhs.gov/fbc/regulations/index.html>.

The Code of Federal Regulations (CFR) is available at <http://www.gpoaccess.gov/CFR/>.

### **Award Term and Condition for Trafficking in Persons**

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to [http://www.acf.hhs.gov/grants/award\\_term.html](http://www.acf.hhs.gov/grants/award_term.html). If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

### **HHS Grants Policy Statement**

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions



in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at [http://www.acf.hhs.gov/grants/grants\\_related.html](http://www.acf.hhs.gov/grants/grants_related.html).

### **VI.3. Reporting**

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section.

In FY 2009, most ACF grantees began using a standard form for required performance progress reporting (PPR). Use of the new standard form, the ACF-OGM SF-PPR, began for new awards and continuation awards made by ACF in FY 2009. At a minimum, grantees are required to submit the ACF-OGM SF-PPR, which consists of the ACF-OGM SF-PPR Cover Page and the Program Indicators-Attachment B. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the ACF-OGM SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use beginning in FY 2009. Grantees should consult their award documents to determine the appropriate performance progress report format required under their award.

Grantees will continue to use the Financial Status Report (FSR) SF-269 (long form) for required financial reporting.

Performance progress and financial reports are due 30 days after the end of the reporting period. Final program performance and financial reports are due 90 days after the close of the project period. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement.

The SF-269 (long form) and the ACF-OGM-SF-PPR may be found at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html).

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

### **VII. Agency Contacts**

#### **Program Office Contact**

Ophelia McLain

ACF

ADD

OC

Humphrey

200 Independence Ave SW

Washington, DC 20201

Phone: (202) 690-7025

Fax: (202) 205-8037

Email: [ophelia.mclain@acf.hhs.gov](mailto:ophelia.mclain@acf.hhs.gov)



## **Office of Grants Management Contact**

Tim Chappelle

U.S. Department of Health and Human Services

Administration for Children and Families

Office of Grants Management

370 L'Enfant Promenade SW.

Aerospace Building, 6th Floor East

Washington, DC 20447

Phone: (202) 401-5513

Email: [ACFOGME-Grants@acf.hhs.gov](mailto:ACFOGME-Grants@acf.hhs.gov)

## **Federal Relay Service:**

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

## **VIII. Other Information**

### **Reference Websites**

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (CFDA) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpoaccess.gov/cfr/index.html>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.Grants.gov)  
[http://www.grants.gov/applicants/email\\_subscription.jsp](http://www.grants.gov/applicants/email_subscription.jsp).

## **Checklist**

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at [http://www.acf.hhs.gov/grants/grants\\_resources.html](http://www.acf.hhs.gov/grants/grants_resources.html) and on the Grants.gov Forms Repository webpage at <http://apply07.grants.gov/apply/FormLinks?family=15>.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at [http://www.whitehouse.gov/omb/grants\\_forms/](http://www.whitehouse.gov/omb/grants_forms/).

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at

What to Submit	Where Found	When to Submit
Letter of Intent	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
SF-424 - Application for Federal Assistance  SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a> and at the Grants.gov Forms Repository at <a href="http://apply07.grants.gov/apply/FormLinks?family=15">http:// apply07.grants.gov/apply/FormLinks?family=15</a> .	Submission due by application due date found in Overview and Section IV.3.
SF-424A - Budget Information - Non-Construction Programs  SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http:// www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by application due date found in Overview and Section IV.3.
Table of Contents	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Project Description	Referenced in Section IV.2 of the announcement.	Submission due by application due date found in Overview and Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.

Letters of Support	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2 of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission due by date of award.
Project Sustainability Plan	Referenced in Section IV.2 of the announcement under "Project Description."	Required of all applicants for projects of three years (36 months) or more in length.  By application due date found in Overview and Section IV.3.
Certification Regarding Lobbying	Referenced in Section IV.2 of the announcement and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a> .	Submission due by date of award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities". Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 <a href="http://www.whitehouse.gov/omb/grants_spoc/">http://www.whitehouse.gov/omb/grants_spoc/</a> as indicated in Section IV.4 of this announcement.	Submission due to State Single Point of Contact by the application due date found in Overview and Section IV.3.
Logic Model	Referenced in Section IV.2 of the announcement under "Project Description."	Submission due by application due date found in Overview and Section IV.3.

SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2 and found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	Submission due by application due date found in Overview and Section IV.3.
Survey on Ensuring Equal Opportunity for Applicants	<p>Non-profit private organizations (not including private universities) are encouraged to submit the <i>"Survey on Ensuring Equal Opportunity for Applicants"</i> with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with your application package. Applicants applying electronically, please submit this survey along with your application.</p> <p>The Survey is referenced in Section IV.2 of the announcement. The Survey may be found at <a href="http://www.acf.hhs.gov/grants/grants_resources.html">http://www.acf.hhs.gov/grants/grants_resources.html</a>.</p>	Submission due by date of award.

Signature

Date: 06/15/2010

---

Sharon Lewis  
Commissioner  
Administration on Developmental Disabilities